



FROM THE DESK OF THE SENIOR ENLISTED ADVISOR



Welcome to Plans, Policies and Operations Department:

My staff has informed me that you will be joining Plans, Policies and Operations (PP&O) here at Headquarters Marine Corps located in the Pentagon. I would like to take this opportunity to welcome you aboard, I am sure you will find this tour very exciting and rewarding. We are a proud group of highly professional and motivated Marines/Civilian Marines and we look forward to you joining our team. PP&O is divided into 3 different divisions and 1 directorate (Operations Division; Security Division' Strategy and Plans Division; and Joint Non-Lethal Weapons Directorate) and the Administrative Section that directly supports the Deputy Commandant for PP&O.

Prior to your arrival to this organization there are a few things you need to know and do:

Security Clearance: Without a clearance you cannot be assigned to work in PP&O, at a minimum you will need a Secret clearance. Some of you will need a Top Secret clearance depending on the division you are assigned to once you get here. You need to report to your S-2 and submit your EQIP for Top Secret clearance if you have not already done so. Start early because it'll take about a year to have your clearance adjudicated. That's not a problem, once you submit your EQIP and assuming there is nothing in your record that will preclude you from getting a clearance, our security personnel will be able to grant you either an "interim" Secret or Top Secret clearance. If you are unable to get a clearance you will be re-directed to another organization at the discretion of the Monitor. For those of you reporting to PP&O for further assignment to the Marine Corps Operations Center you are required to have your clearance adjudicated to a Top Secret with SCI eligibility prior to your arrival. This requirement cannot be waived!

Finance: DC, Virginia and Maryland are high cost areas, especially if you are married and have kids. For single Marines we have rooms in the barracks, for our married Marines or single parents there is housing available from the other services, but not from the Marine Corps. Most of our Marines opt to live out in

town either by renting an apartment or purchasing a home. I strongly recommend that you do some research prior to departing/arrival. Mr. Acevedo (USMC retired) is the Relocation Officer aboard Henderson Hall. I recommend you give him a call or send him an e-mail; he intern will send you a welcome aboard package and can answer any questions you may have concerning relocation. His number is (703) 614-7202, e-mail: William.acevedo@usmc.mil. If you need a sponsor and one has not been assigned yet, please send me an e-mail and I will have someone contact you.

Uniform: The uniform of the day Monday through Thursday during the summer months is the Desert Marine Pattern (MARPAT) and the Service "C" on Friday. During the winter months Monday through Thursday is the Woodland (MARPAT), and Service "B", green sweater optional, on Friday. We do have a small uniform shop aboard Henderson Hall but there is no guarantee that you will find what you need. During the summer months SNCOs will wear the Blue-white dress (white trousers) when the Blue dress uniform is directed.

CMC's uniform policy for all Marines stationed within the National Capital Region (NCR): Shooting badges shall be worn with the Service A (green blouse w/ribbons) and the Blue Dress Bravo (blue blouse w/ribbons) uniforms. Shooting badges will not be worn with the Service B uniform (long sleeve shirt w/ribbons). I recommend reviewing ALMAR 054/06 for further information on the uniform of the day for NCR.

When reporting from outside the area, all Enlisted Marines will report in the Service Alpha uniform. Once you have checked in with CONAD, you are to report to my office located in the Pentagon, room 4E315.

If you have any questions or need assistance please do not hesitate to contact my office at the following numbers: (703) 614-8484/8483/8463.

Welcome aboard and I look forward to meeting you upon your arrival!



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